

LOUISIANA HISTORICAL RECORDS ADVISORY BOARD

STRATEGIC PLAN

Approved by Board October 2, 2003; revision approved by Board July 13, 2005.

MISSION STATEMENT

The Mission of the Louisiana Historical Records Advisory Board (LHRAB) is to assist in, support, coordinate and advocate for the identification, collection, preservation, management, use and accessibility of records that document all of Louisiana's people, communities, organizations, businesses, and governments. It is the Vision of the LHRAB that the historical records of all Louisiana's people will be identified, collected, preserved, maintained, made available to and used by Louisianians to increase their knowledge of the history and cultures of this diverse state and to ensure their rights.

Stakeholders are defined as the citizens of Louisiana as represented by the various agencies as listed in the current LAMA [Louisiana Archives and Manuscripts Association] Directory: A Guide to Institutions in Louisiana Holding Genealogical and Historical Records Collections (found at <http://louisianaarchivists.org>).

[NOTE: This Strategic Plan was drafted by the members of the Louisiana Historical Records Advisory Board in 2001. Public comment and input of stakeholders will be sought at public meetings during this year.]

Each priority is important and should be approached concurrently. The same proposed activity may be useful in addressing several priorities.

Priority A: Ensure the preservation, accessibility and security of Louisiana's historical records

Goal 1. Improve the identification, storage and preservation of historically valuable state and local government records.

Objective 1. Support the State Archives in developing programs aimed at educating governmental officials and their associations in complying with laws governing the disposition of records created during their terms of office.

Objective 2. Support the State Archives in developing an educational program designed to provide guidelines for managing records created and maintained by modern information technologies.

Objective 3. Support the State Archives in its efforts to secure appropriate levels of funding to fulfill its legislative mandate.

Proposed activities:

- Encourage the State Archives to involve local government officials, historians, and other interested users to identify historically important records and make them accessible to the public.
- Support the State Archives in raising awareness and support of local government officials for the archival component of the records management program.
- Sponsor local and regional workshops to educate individuals and organizations on the importance of archives and records management.
- Work towards adequate resources for the State Archives to carry out proposed activities.

Goal 2: Through discussion with stakeholders, create a comprehensive plan for ensuring preservation of Louisiana's historical records.

Objective 1. Utilize the 1986 "Louisiana Historical Records Assessment Project Final Report" recommendations to close the gaps in historical records coverage.

Objective 2. Involve stakeholders.

Objective 3. Preserve the intellectual content of historical records through physical preservation and/or reformatting.

Proposed activities:

- Develop a committee structure to review the 1986 "Assessment Final Report" to identify areas where gaps in historical records coverage exist.
- Hold planning workshops for initiating strategies with stakeholders.
- Encourage an online state registry of holdings of public and private records maintained by repositories.

Objective 4. Encourage innovative partnerships among corporations, institutions, and community organizations for the management of historical records.

Priority B: Educate the public on the importance and significance of historical records

Goal 1: Increase public awareness, support, and understanding of archives and records management.

Objective 1: Improve understanding of the significance of historical records among those who create and use them.

Objective 2: Increase awareness of archival and records management programs.

Proposed activities:

- Encourage observance of Archives Week events throughout the state and attempt to coordinate the efforts.
- Distribute the LHRAB Strategic Plan to citizens, state and local governments, historical records repositories and records managers and hold open public hearings to gather their input on the Strategic Plan.
- Hold educational workshops on the importance and preservation of historical records for the public.
- Create local archives advocacy groups.
- Establish a hotline for archival advice.
- Develop a speakers' bureau and other outreach programs.

Priority C: Create success through cooperative strategies

Goal 1: Create a statewide cooperative records community with the LHRAB providing leadership to citizens, state and local governments, historical records repositories and records managers to secure the preservation and accessibility of Louisiana's records.

Objective 1. Work in cooperation with the state's records community to explore the potential for cooperation and collaboration.

Objective 2. Encourage participation in the LHRAB's goals by university, college and local archives; historical societies; museums; genealogical societies; state and local governments; and other stakeholders.

Objective 3. Facilitate planned information sharing among members of the records community to convey current "best practices."

Objective 4. Complete open public meetings on the Strategic Plan by January 15, 2007.

Objective 5. Revise Strategic Plan based on input from stakeholders at public meetings.

Proposed activities:

- Obtain NHPRC planning grant to hold regional meetings throughout the state where stakeholders can address issues of common concern and help devise a comprehensive plan for ensuring preservation of and access to Louisiana's historical records.
- Obtain funding from NHPRC for "regrants" and seek matching funds from the Louisiana Legislature.
- Hold workshops to secure submission of projects most appropriate to the building of quality records programs.
- Participate in stakeholders organizations through annual meetings and conference to encourage their participation in the planning and implementation of projects.
- Develop a LHRAB website with links to the NHPRC and to sites of records, historical and genealogical organizations; to records repositories; and to other related sites to raise the profile and highlight the mission of LHRAB.

Goal 2. LHRAB and the Louisiana State Archives will promote historical records and preservation educational opportunities for personnel of state and local governments, historical records repositories and for records managers to secure the preservation and accessibility of Louisiana's records.

Objective 1. Improve the knowledge of stakeholders, professional staff and volunteer staff through promotion of these educational opportunities.

Objective 2. Encourage employers, administrators and oversight boards of archivist, curators and others who manage historical records in Louisiana to continue to provide access to education opportunities that will assure appropriate expertise.

Proposed activities:

- Use the LHRAB website to serve as a clearinghouse for educational opportunities.
- Facilitate workshops, symposium and training.
- Write articles for organizational publications.

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